

CHAPTER 21**JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)**
INSTRUCTOR PAY**2101 OVERVIEW**

210101. Purpose. The purpose of this chapter is to provide general guidance applicable to the operation and administration of JROTC Instructor Pay worldwide at both public and private schools.

210102. Scope. This chapter applies to all Military Services.

2102 POLICIES AND PROCEDURES

The policies and procedures set forth in this chapter apply to the administration of JROTC instructor pay within the Military Services. The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

2103 RESPONSIBILITIES

210301. Schools with JROTC programs are the employing organizations, and shall pay the full amount due to JROTC instructors. The Military Services are responsible for reimbursing the schools for the portion of JROTC instructor salaries referred to in paragraph 210302, below.

210302. The Military Services shall reimburse each JROTC program school for JROTC instructor pay at the rate of one-half the amount of the difference between the instructor's retired or retainer pay, and the amount of active duty pay and allowances that the instructor would receive if recalled to active duty. Schools meeting specific criteria of need, if determined to be in the national interest by the Secretary of the Military Department concerned (or designee), may receive additional instructor funds if:

A. The percentage of students eligible to participate in subsidized meal programs is more than 30 percent of the enrolled student body, or less than 75 percent of the students graduate;

B. On-site visits by representatives of JROTC headquarters elements determine that the neighborhood in which the school is located has a substandard quality of life, with family incomes below the poverty level, and a high incidence of violent crime; or

C. Other criteria, as determined by the Secretary of the Military Department concerned, whereby the school is determined to be in an educationally and economically

deprived area that deserves support to meet a compelling need of the community or national interest.

210303. The active duty pay and allowances an instructor would receive if ordered to active duty, less retired or retainer pay, is the minimum salary a school must pay each JROTC instructor. This minimum is not a cap or limit on the amount of pay that may be agreed upon between the instructor and the employing school. The school may pay more than the minimum amount but, by doing so, does not become entitled to additional reimbursement from the cognizant Military Service. Refer to subparagraphs 210302.A through 210302.C, above, concerning additional funds based on need.

2104 REIMBURSEMENTS

210401. Requirements For Authorizing Reimbursement. The JROTC Instructor Reimbursement Office (JIRO) may authorize reimbursement only for those instructors:

- A. Who are certified as qualified instructors by the cognizant Military Service;
- B. For whom an obligation has been authorized by the Military Service; and
- C. Who are filling positions authorized by the Military Service.

210402. JROTC Units In DoD Dependent Schools (DoDDS) And Domestic Dependent Elementary And Secondary Schools (DDESS).

- A. DoDDS JROTC instructors shall be employed under provisions of 20 U.S.C. 901-907 (reference (11)) as implemented by DoD Directive 1400.13 (reference (14)).
- B. DDESS JROTC instructors shall be employed under provisions of 10 U.S.C. 2164 (reference (11)).
- C. Pay and allowances for both DoDDS and DDESS JROTC instructors shall be in accordance with 10 U.S.C. 2031, as amended (reference (11)).
- D. All other requirements contained in this chapter for the reimbursement of schools shall be followed for DoDDS and DDESS schools.

2105 DEFINITIONS AND ACRONYMS

210501. Instructor Administration Office (IAO). The office within a Military Service responsible for certifying instructors.

210502. Junior Reserve Officer Training Corps (JROTC). The Reserve Officer Training Corps Program conducted at the secondary level (high school).

210503. JROTC Instructor Reimbursement Office (JIRO). The office within a Military Service responsible for maintaining instructor accounts for reimbursement to a school or school district.

210504. Junior Reserve Officer Training Corps Unit. An organized group of JROTC students and faculty members at one secondary school.

210505. Minimum Instructor Entitlements. The minimum active duty pay and allowances used in the computation of the reimbursement amount when all required documentation has not been received from an instructor. The following are included:

- A. Basic Pay
- B. Basic Allowance for Subsistence (BAS)
- C. Basic Allowance for Housing (BAH) (at the "without dependent" rate)
- D. Cost of Living Allowance (COLA), overseas or Continental United States (CONUS COLA), if applicable, at the unaccompanied rate
- E. Clothing Replacement Allowance (CRA)

210506. Minimum Instructor Pay (MIP). The minimum salary that a school or school system hosting a JROTC unit is required to pay an instructor for instructor duties in direct support of the JROTC program.

A. For calculating JROTC instructor pay, active duty pay and allowances are limited to the following:

- 1. Basic Pay
- 2. Basic Allowance for Housing (includes Alaska and Hawaii)
- 3. COLA - Continental United States
- 4. Overseas Housing Allowance (OHA)
- 5. COLA - Overseas (includes Alaska and Hawaii)
- 6. Allowance for Uniforms (enlisted instructors only)
- 7. BAS

B. Longevity increases must be computed, if applicable, for instructors at 2-year intervals after 16 years of service have been completed, based on their basic pay dates.

2106 PRESCRIBED FORMS

210601. DD Form 2767 (JROTC Instructor Annual Certification of Pay and Data Form)

210602. DD Form 2754 (Junior Reserve Officer Training Corps (JROTC) Instructor Pay Certification Worksheet for Entitlement Computation)

2107 JROTC UNIT ESTABLISHMENT AT SCHOOLS

210701. School Verification. An authenticated copy of the countersigned contract between a school and the Military Service must be available to the JIRO in order to verify that schools receiving payment are active participants in the JROTC program.

210702. Addresses. Authorized officials occupying the positions stated on the contract between a school and the Military Service are responsible for supplying the current address for payment of the reimbursement. The current address of the school employing each instructor must be included.

2108 CERTIFICATION OF JROTC INSTRUCTORS

210801. The school is the employing organization and shall pay the full amount due the JROTC instructor. This amount must not be less than the MIP referenced in subparagraph 211001 below. Each JROTC instructor shall negotiate his or her own contract with the school. The Military Service JIRO shall reimburse the school for up to 12 months per academic year, but only for the period of time the instructor is under a valid contract and is receiving a salary equal to, or greater than, the MIP.

210802. Schools shall contract separately with JROTC instructors for any additional duties beyond instruction, operation and administration of the JROTC program. These additional duties shall be performed outside the scope of JROTC duties and hours at no cost to the Military Service. This requirement does not prevent JROTC instructors from serving on routine committees, or performing curricular or extracurricular duties normally performed by, and rotated among, other faculty members.

210803. Each school shall forward to the JIRO a copy of the DD Form 2767 (JROTC Instructor Annual Certification of Pay and Data Form) (Figure 21-1) within 30 days of the instructor's employment. Reimbursements for that instructor shall be held in abeyance until the supporting form is received by the JIRO.

A. Each school shall submit a DD Form 2767 annually for those JROTC instructors continuing employment at the school in the upcoming academic year.

B. Forms must be received prior to the end date of an instructor's current contract to ensure uninterrupted reimbursement.

C. Schools may be reimbursed only if there is a current pay data form on file at the JIRO.

210804. Schools may be reimbursed only for minimum instructor entitlements for each new instructor until the DD Form 2754 (Junior Reserve Officer Training Corps (JROTC) Instructor Pay Certification Worksheet for Entitlement Computation) is received from the instructor and is on file with the JIRO. (See Figure 21-2.)

210805. Instructors are required to recertify dependent status and permanent duty station (school) zip code for entitlement to BAH and OHA (as applicable).

A. Recertification is required upon request of the servicing JIRO, or upon a change in the instructor's dependent status or employment zip code.

B. OHA recertification is required each year.

C. Reimbursement to a school must be changed to the minimum instructor entitlement unless a current DD Form 2754 is on file at the JIRO within 45 days of mailing by the JIRO.

2109 SEPARATIONS, TRANSFERS, DECERTIFICATIONS AND DISESTABLISHMENTS

210901. Separations. Each employing school shall forward a DD Form 2767, or termination letter, containing the applicable date to the JIRO within 30 days of the separation or death of an instructor. Separation of an instructor occurs when that instructor resigns his or her position at a specific school. If notification is not received in a timely manner, future reimbursement to the school shall be adjusted to reflect the actual period of time the instructor performed duties as a JROTC instructor and to collect any overreimbursement.

210902. Transfers. A transfer of an instructor occurs when he or she resigns the position at one school and accepts a position at another school. Transfers must be processed as a separation from one school, and a new hire at another school. Both the losing and gaining schools must forward a DD Form 2767. The gaining school must provide financial institution information via an SF 3881 (Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form). The instructor must forward an updated DD Form 2754 as stipulated in paragraph 210804, above.

210903. Decertifications. A Military Service may, for cause, decertify a JROTC instructor for employment eligibility. The Instructor Administration Office (IAO) immediately shall notify the JIRO of those instructors who have been decertified and currently are under contract with a school. Future reimbursement to the school must be adjusted to reflect the actual

period of time the instructor performed duties as a JROTC instructor and to collect any overreimbursement.

210904. Disestablishment of JROTC Units. Disestablishment of a JROTC unit normally occurs upon determining that the unit will not meet the standards specified by the Military Service, or the unit cannot maintain the statutory minimum student enrollment. The disestablishment of a unit voids the contract between the Military Service and the school. Instructor reimbursements terminate and the JIRO must authorize final reimbursement to, or initiate collection action from, the school.

2110 JROTC INSTRUCTOR PAY COMPUTATION

211001. Minimum Instructor Pay (MIP). The MIP is the difference between the active duty pay and allowances the instructor would receive if recalled to active duty, and the instructor's retired pay entitlement. It is computed based on information provided by the instructor and the school.

211002. Pay and Allowances. The active duty pay and allowances included for computing MIP are those listed below. All other pay and allowances are excluded unless permitted by specific revisions to DoD Instruction 1205.13 (reference (12)).

A. Basic Pay. The rate of basic pay is established based on the instructor's grade and years of creditable service at time of retirement. Increases to the basic pay rate and longevity are included.

B. Basic Allowance for Subsistence (BAS). The rate of entitlement is based on the instructor's grade (enlisted or officer).

C. Basic Allowance for Housing (BAH). The rate of entitlement is based on the instructor's current dependent status and permanent duty station zip code. The permanent duty station for an instructor is the school. Dependency determination requirements are the same as if the instructor was on active duty.

D. Cost of Living Allowance (COLA), if applicable

1. COLA is designed to assist instructors employed at schools outside CONUS. The rate of entitlement is based on the instructor's grade, number of dependents claimed and the Joint Federal Travel Regulation (JFTR) location code applicable to the employing school located overseas.

2. CONUS COLA is designed to serve as a temporary reimbursement for instructors employed in high cost areas in CONUS to partially offset additional expenses incurred. The rate of entitlement is based on the instructor's grade, dependent status and the zip code of the employing school.

E. Overseas Housing Allowance (OHA). OHA is payable to instructors working at schools located overseas to assist in defraying excess costs incurred incident to these locations. The cost of rent plus utilities, less the instructor's current BAH II (Basic Allowance for Quarters portion only), establishes an initial rate of entitlement. This initial amount then is compared to a table containing established OHA maximum ceiling rates. The higher of the two amounts is used.

F. Clothing Replacement Allowance (CRA). The entitlement to CRA is limited to enlisted instructors only and amounts depend on the branch of service and service member gender. The CRA normally is an annual entitlement based on 12 consecutive months of active duty. An applicable monthly rate is to be used for instructors since their contracts usually are for periods of less than 12 months.

211003. Changes to MIP. The following circumstances may cause MIP rates to change:

- A. Changes to active duty pay and allowances
- B. Changes in dependent status may affect the amount of BAH, OHA, and CONUS COLA
- C. Changes in housing expenses due to the instructor's actual monthly certified housing expenses may affect the amount of OHA
- D. Frequent foreign currency fluctuations, which may affect the amount of OHA and COLA
- E. Longevity increases to basic pay according to grade, which also may affect overseas COLA
- F. A raise in retired pay, which will decrease the MIP

211004. Reimbursement to Schools

A. The reimbursement made each month to a school is referred to as the "net contribution." The amount of the net contribution generally is equal to 50 percent of an instructor's MIP. Schools that meet specific criteria may be authorized a higher percentage of MIP for net contribution.

B. The Defense Joint Military Pay System-Active Component (DJMS-AC), is used to process and compute JROTC instructor pay entitlements.

C. Monthly statements are mailed to the instructor at either the school or home address.

D. An electronic funds transfer (EFT) for net contribution is sent to the financial institution designated by the school or school district. DoDDS and DDESS schools are reimbursed by funds transfer via the Online Paying and Collection (OPAC) system.

E. District level reports shall be mailed to each school district office.

F. Distribution of EFT and statements should be made no later than the 10th day of the month following the pay month.

G. Instructor pay inquiries must be addressed to each Military Service JIRO.

2111 FINANCIAL MANAGEMENT

A memorandum of understanding (MOU), among DFAS-Denver Center (DFAS-DE), the Military Service funds holder (JIRO) and the applicable accounting office must be used to prescribe financial management responsibilities.

211101. Military Service Responsibilities. Each Military Service shall be the holder and manager of its JROTC funds. The JIRO concerned must certify funds availability, verify each payroll for accuracy prior to disbursement by DFAS-DE and monitor budget execution.

211102. Accounting Office Responsibilities. Based on notification received from the JIRO, the accounting office must obligate funds for disbursement and process the applicable OPAC transaction to transfer funds to the DFAS-DE for all school disbursements, except the DoDDS. Reimbursement to the DoDDS must be made via a separate OPAC transfer that cites the applicable appropriation provided by the DoDDS.

211103. DFAS-DE Responsibilities. The DFAS-DE shall disburse funds for school reimbursements using the for-self method in accordance with the MOU discussed in paragraph 2111, above. Disbursements may be made only after the JIRO concerned has verified the payroll, provided concurrence to the DFAS-DE and the appropriate accounting office and funds have been received and deposited to the receipt account. Funds must be sent via EFT to school/school district financial institution with the exception of the DoDDS. Refer to paragraph 211102, above.

2112 DEBTS

211201. A debt accrues when a school, or school district, is overreimbursed for the pay of an instructor(s). The following are examples of when debts might accrue:

A. Instructor transferred to another school. This possibly results in the losing school being overreimbursed, and the gaining school being underreimbursed

B. Instructor separated from instructor program or dies

C. Instructor's contract ending date changed, thereby shortening the contract period

211202. Collection of a debt should be accomplished by an adjustment to the amount of reimbursement paid to the school for the next calendar month, with one exception. When a debt is owed by a school that no longer has JROTC instructor(s) and is not due any further reimbursements, debt collection action must be taken as follows:

A. The DFAS-DE/FJF must send the JIRO concerned complete information regarding the debt, including, but not limited to, the following:

1. School name
2. School address
3. Amount of debt
4. Period covered
5. Instructor's name

B. The JIRO must initiate collection action from the school directly via debt letter (see Figure 21-3). Collection actions must be in accordance with Volume 10, Chapter 18 of this Regulation. Amounts collected must be forwarded to the JIRO.

C. Uncollected debts must be transferred to the DFAS-ColumbusCenter after the JIRO has completed all actions specified in Chapter 18 of this volume. Collection actions may be pursued for a maximum of 6 years.

JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. Ch. 102, Junior Reserve Officers' Training Corps; DoDI 1205.13, Junior Reserve Officer Training Corps (JROTC) Program.			
PRINCIPAL PURPOSE(S): To determine the inclusive work dates of each instructor for employment period of JROTC Instructor duties.			
ROUTINE USE(S): None.			
DISCLOSURE: Voluntary; however, nondisclosure may result in no reimbursement to the school. Disclosure of the SSN is voluntary. However, the SSN is used as identification for pay purposes. This information will not be processed without the SSN.			
1. INSTRUCTOR NAME (Last, First, Middle Initial)	2. SSN	3. SEX (X one) <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	4. STATUS (X one) <input type="checkbox"/> NEW <input type="checkbox"/> RETURN <input type="checkbox"/> RETIRE/RESIGN
5. BRANCH OF SERVICE (Retired from) <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD			6. RETIRED GRADE
7a. NAME AND ADDRESS OF SCHOOL (Include ZIP Code)		8a. NAME AND ADDRESS OF SCHOOL DISTRICT (Include ZIP Code)	
NEW ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO		NEW ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. SCHOOL/UNIT IDENTIFICATION NUMBER		b. DISTRICT IDENTIFICATION OR AREA NUMBER	
9. CURRENT SCHOOL YEAR DATES OF WORK FOR JROTC (Not required for new hires)		10. UPCOMING EMPLOYMENT PERIOD DATES OF WORK (You MUST complete a separate sheet for any break in contract dates.)	
a. FROM (YYYYMMDD)	b. TO (YYYYMMDD)	a. BEGINNING (YYYYMMDD)	b. ENDING (YYYYMMDD)
<p>NOTE: Show the inclusive dates during which the individual will be performing DUTIES IN DIRECT SUPPORT OF JROTC, and for which the minimum required salary will be due. Include ONLY the period of time during which the instructor will ACTUALLY be working in support of JROTC. These dates are subject to physical verification at any time by a representative from the applicable Military Service JROTC Headquarters. The Military Service is authorized to reimburse the school for one-half the MIP unless other arrangements have been approved. Reimbursement to the school/school district is only authorized for the period of time the instructor is covered by a valid contract, and is receiving a salary equal to or greater than Minimum Instructor Pay as computed by the Military Service. This form is to be submitted within 30 days of the instructor's employment. Reimbursement will be withheld until receipt. The school must immediately notify the appropriate JROTC Instructor Pay Office of any changes to dates indicated above.</p>			
11. SCHOOL OFFICIAL			
a. TYPED NAME (Last, First, Middle Initial)		b. TITLE	
d. SIGNATURE		c. TELEPHONE (Include Area Code)	
		e. DATE (YYYYMMDD)	
12. INSTRUCTOR CERTIFICATION			
I certify that I have been hired to instruct at the above school for the inclusive work period indicated and that the salary will be for JROTC duties.			
a. INSTRUCTOR SIGNATURE			b. DATE (YYYYMMDD)

DD FORM 2767, DEC 1998

WHS/DIOR, Dec 98

Figure 21-1. DD Form 2767 (JROTC Instructor Annual Certification of Pay and Data Form)

JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) INSTRUCTOR PAY CERTIFICATION WORKSHEET FOR ENTITLEMENT COMPUTATION				
PRIVACY ACT STATEMENT				
AUTHORITY: 10 USC Chapter 102; 37 USC 403; Public Law 96-303; EO 9397.				
PRINCIPAL PURPOSE: To obtain data used to determine Junior ROTC Instructor corresponding active duty entitlements. These entitlement amounts will be used in the computation of the amount to be reimbursed to the school district on behalf of that instructor.				
ROUTINE USE(S): None.				
DISCLOSURE: Voluntary. Nondisclosure may result in either no, or reduced amount of, BAH, OHA, and COLA being used in the reimbursement computation. Disclosure of SSN is voluntary, however, your SSN is used as identification for pay purposes. This information will not be processed without your SSN.				
INSTRUCTIONS				
This form will be used to certify Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Cost of Living Allowance (COLA). Part A must be completed by instructors employed within CONUS; Part A, and Section II of Part B must be completed by instructors in Alaska and Hawaii; Part A, and all of Part B must be completed by instructors employed overseas. Specific instructions are provided for several items. Supporting documentation required to be submitted with this form by each instructor is listed for each section.				
PART A BAH (Applies to CONUS and Overseas Locations)				
1. NAME (Last, First, Middle Initial)	2. RETIRED GRADE	3. SSN	4. BRANCH OF SERVICE RETIRED FROM <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE </div> <div> <input type="checkbox"/> NAVY <input type="checkbox"/> MARINES </div> <div> <input type="checkbox"/> COAST GUARD </div> </div>	
5. CURRENT ADDRESS OF INSTRUCTOR				
a. STREET (Include apartment or suite number)	b. CITY	c. STATE	d. ZIP CODE	e. DAYTIME TELEPHONE NO. (Include Area Code)
6. EMPLOYING SCHOOL INFORMATION				
a. NAME AND ADDRESS OF SCHOOL (Include ZIP Code)		b. NAME AND ADDRESS OF SCHOOL DISTRICT (Include ZIP Code)		
(1) TELEPHONE NUMBER (Include Area Code)	(2) FAX NUMBER (Include Area Code)	(1) TELEPHONE NUMBER (Include Area Code)	(2) FAX NUMBER (Include Area Code)	
c. SCHOOL (UNIT) IDENTIFICATION				
7. MARITAL STATUS (X one) (If not married, go to Item 9) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE </div> <div> <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED </div> </div>		8. STATUS OF SPOUSE (X one) (If Active Duty or Instructor, complete Item 8. Otherwise, go to Item 9) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> NON-MILITARY <input type="checkbox"/> OTHER FEDERAL SERVICE </div> <div> <input type="checkbox"/> ACTIVE DUTY MEMBER <input type="checkbox"/> INSTRUCTOR (Junior ROTC Program) </div> </div>		
9. IF SPOUSE IS ACTIVE DUTY OR INSTRUCTOR				
a. SSN	b. BRANCH OF SERVICE	c. DUTY LOCATION		
10a. RESIDING IN GOVERNMENT/EMPLOYER PROVIDED QUARTERS (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. IF YES, DO EITHER YOU OR YOUR SPOUSE PAY RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
11. IF NOT MARRIED, DO YOU HAVE DEPENDENTS? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		12. DEPENDENT STATUS (X one) <input type="checkbox"/> RESIDING WITH INSTRUCTOR (Go to Item 13) <input type="checkbox"/> NOT RESIDING WITH INSTRUCTOR (Complete Item 12)		
13. DEPENDENT(S) ADDRESS (If not residing with instructor)				
a. STREET (Include apartment or suite number)	b. CITY	c. STATE	d. ZIP CODE	

DD FORM 2754, DEC 1998

PREVIOUS EDITION IS OBSOLETE.

WHS/DIOR, Dec 98

Figure 21-2 DD Form 2754 (JROTC Instructor Pay Certification Worksheet for Entitlement Computation)

14. DEPENDENT RELATIONSHIP <i>(Enter one of the following codes)</i> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> NOTE: If code selected is B, complete all of Item 14. If code C, K, S, T, or W, complete 14c. only. If code A, D, I, L, or R, do not complete Item 14. </div> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 33%; vertical-align: top;"> WITHOUT DEPENDENT(S) I - Instructor married to instructor R - Own right (single) </td> <td style="width: 33%; vertical-align: top;"> WITH DEPENDENT OTHER THAN CHILD(REN) A - Spouse D - Parent (including "In Loco Parentis" which is a person who stood in place of the natural parents) L - Parent(s)-in-law </td> <td style="width: 33%; vertical-align: top;"> WITH DEPENDENT CHILD(REN) B - Child in legal custody of someone other than instructor C - Child in instructor's custody K - Ward S - Student (age 21 - 22) </td> <td style="width: 33%; vertical-align: top;"> T - Handicapped child (over age 21) W - Instructor married to instructor with dependent child(ren) </td> </tr> </table>				WITHOUT DEPENDENT(S) I - Instructor married to instructor R - Own right (single)	WITH DEPENDENT OTHER THAN CHILD(REN) A - Spouse D - Parent (including "In Loco Parentis" which is a person who stood in place of the natural parents) L - Parent(s)-in-law	WITH DEPENDENT CHILD(REN) B - Child in legal custody of someone other than instructor C - Child in instructor's custody K - Ward S - Student (age 21 - 22)	T - Handicapped child (over age 21) W - Instructor married to instructor with dependent child(ren)
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15. IF CLAIMING DEPENDENT CHILD(REN)							
a. WHO HAS CUSTODY OF CHILD(REN)? <input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> FORMER SPOUSE <input type="checkbox"/> OTHER		b. IF IN CUSTODY OF FORMER SPOUSE, AND FORMER SPOUSE IS ACTIVE DUTY OR INSTRUCTOR: <table style="width: 100%;"> <tr> <td style="width: 50%;">(1) SSN</td> <td style="width: 50%;">(2) DUTY LOCATION</td> </tr> </table>		(1) SSN	(2) DUTY LOCATION		
(1) SSN	(2) DUTY LOCATION						
c. DATE OF BIRTH OF YOUNGEST CHILD CLAIMED AS A DEPENDENT (YYYYMMDD) <input type="text"/>		d. IF YOU DO NOT HAVE CUSTODY, DO YOU PAY CHILD SUPPORT? <input type="checkbox"/> YES IF "YES", INDICATE MONTHLY AMOUNT PAID <input type="checkbox"/> NO \$					
SUPPORTING DOCUMENTATION REQUIRED FOR ORIGINAL CERTIFICATION OF BAH CERTIFICATION OF DEPENDENT(S) 1. Spouse - copy of marriage certificate with seal. 2. Child(ren) - copy of birth certificate with seal. 3. Child(ren) not in instructor's custody - divorce decree, legal separation agreement, court order. SECONDARY DEPENDENT(S) 1. Parent(s) or parent(s)-in-law - court order of guardianship. 2. Ward - Court order of guardianship. 3. Student (age 21 - 22 in school) - letter from learning institution verifying full time enrollment. 4. Handicapped child over age 21 - medical sufficiency statement. VERIFICATION OF GOVERNMENT/EMPLOYER PROVIDED QUARTERS ASSIGNED 1. Letter from housing office if assigned to active duty spouse, or 2. Certification letter from school.							
PART B SECTION I - OHA <i>(Applies to Overseas Locations Only)</i>							
16. ACCOMPANIED <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		17a. SHARER <i>(X one)</i> b. IF YES, NUMBER OF SHARERS <input type="checkbox"/> YES <input type="checkbox"/> NO					
18a. RENTER STATUS <i>(X one)</i> <input type="checkbox"/> RENT <input type="checkbox"/> OTHER <input type="checkbox"/> OWN		b. IF RENT, LEASE DATE: <input type="text"/>					
19a. MONTHLY RENT/MORTGAGE PAYMENT		b. TAXES/INSURANCE AMOUNT <i>(If not included in monthly mortgage payment)</i>					
20a. UTILITIES INCLUDED IN MONTHLY RENT <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		b. IF "NO", LIST MONTHLY AMOUNT(S) BELOW: <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 25%;">(1) WATER</td> <td style="width: 25%;">(2) TRASH REMOVAL</td> <td style="width: 25%;">(3) ELECTRIC</td> <td style="width: 25%;">(4) GAS</td> </tr> </table>		(1) WATER	(2) TRASH REMOVAL	(3) ELECTRIC	(4) GAS
(1) WATER	(2) TRASH REMOVAL	(3) ELECTRIC	(4) GAS				
21. DUTY LOCATION <i>(City and Country)</i> <input type="text"/>							
SUPPORTING DOCUMENTATION REQUIRED FOR OHA <i>(Original Certification and Recertification)</i> 1. Copy of rental lease, or proof of mortgage payment amount (copy of payment coupon). 2. Evidence of real estate taxes, and homeowner insurance costs, if not included in mortgage payment if renter status is "Own".							
SECTION II - COLA <i>(Applies to Overseas Locations, Alaska and Hawaii Only)</i>							
22. NUMBER OF DEPENDENTS RESIDING WITH INSTRUCTOR		23. JTR LOCATION <i>(To be filled out by pay technician)</i> <input type="text"/>					
CERTIFICATION							
I certify that the information provided is true and correct. Entitlements will not be included in the applicable pay computation without this verification and certification of eligibility.							
SIGNATURE OF INSTRUCTOR <input style="width: 100%;" type="text"/>			DATE SIGNED <input style="width: 100%;" type="text"/>				

DD FORM 2754 (BACK), DEC 1998

Figure 21-2 (Continued)

DATE: _____

FROM: (Address of Military Service JIRO) _____

TO: (School District Address) _____

SCHOOL ID NUMBER: _____

SCHOOL NAME: _____

School Official:

A debt against the above referenced school has been established. Specifics surrounding this debt are as follows:

Instructor Name: _____ SSN: _____

Debt Amount: \$ _____

Description of Debt: _____

(attach documentation as applicable.)

This school does not have any (insert military service) JROTC instructors at this time to allow for an individual adjustment to be processed. Therefore, we request immediate payment of the above amount. Check should be made payable to "U. S. Treasury." Payment should be made in full within thirty days from the date of this letter to avoid interest and administrative charges being assessed. Submit payment to the following address:

If further information regarding this debt is required, contact _____
_____ at (XXX) XXX-XXXX, ext. XXXX.

Sincerely,

(Insert signature block here.)

Figure 21-3 Notification of Indebtedness Letter